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## **Audio-Visual Materials Policy**

*Updated May 2018; Last Updated May 2015*

**Definition:** Media which plays audio and or visual content, i.e. CD, DVD, and Cassette.

**Loan Limits:** Total of ten (10) DVDs and only three (3) may come from the new release shelf. CDs and audio books have the same loan limit as books.

### **Loan Periods:**

- New release DVD: Three (3) days -- DVDs move from the new release shelf after three (3) months. **No renewals**
- DVD collection: One (1) week
- CDs: Three (3) weeks
- Audio books: Three (3) weeks

**Fines:** 0.25 cents per day

**Restrictions:** Audio-Visual materials belonging to the library may not be shown where admission is charged. All other videos are "**for home use only.**" Videos are copyrighted and may not be duplicated or reproduced.

**Responsibilities:** Any damage discovered by the patron should be reported to the library immediately. If the item is damaged while in the patron's possession, the patron is responsible for the full cost of the item. The patron **can** bring in a new copy of the exact same item, purchased on their own, to avoid the lost materials fee. The library **cannot** be held liable for any damage caused to the patron's equipment.

**Care for borrowed audio-visual materials:**

- Keep materials away from heat and moisture.
- Use materials at room temperature.
- Keep materials away from magnetic fields, *i.e.* magnets, electro-magnets (speakers).
- Do not touch the tape in audio cassettes.
- Do not scratch or smudge DVDs and CDs.
- Store all materials in their cases.
- Rewind all cassette items.

***The library reserves the right to suspend audio-visual material borrowing privileges.***